

Date \_\_\_\_\_

Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Elevator Section  
PO Box 30254  
Lansing, MI 48909

Re: Temporary Certification of Operation

We are requesting a Temporary Certification of Operation for Elevator Serial #\_\_\_\_\_,

Permit #\_\_\_\_\_located at \_\_\_\_\_

We acknowledge we will be invoiced for this Temporary Certification of Operation (ITC) at the following rate:

- Temporary Certification of Operation: \$250.00 plus Inspection Fee
- Inspection Fee: \$200.00 + \$35.00 per hoistway opening or floor traveled without openings.

Subsequent 30-day inspections are RTC (Re-inspection of Temporary Certification of Operation), if needed, will be assessed a fee of \$175.00 for the second and/or third inspections.

The ITC certificate is good for 90 days; after that time if the car will continue to be used as a temporary car, a new ITC letter will be required, and a new ITC inspection must be completed.

Sincerely,

(Please insert Elevator Company name)